

## Arranging images

Each image that you place in a spreadsheet is successively stacked on the preceding image, whether or not they overlap. Use the arrange commands to change the stacking order of images. You cannot change the stacking order of text.

- 1) Select the image you want to change.
- 2) Go to **Format > Arrange** on the Menu bar, or right-click on the image and select **Arrange** in the context menu. Then select one of the available arrangement options.
- 3) Alternatively, click on one of the six arrangement icons on the Image toolbar to quickly move the image up or down the stacking order.

The arrangement options are as follows:

- **Bring to Front** – moves the selected image to the top of the stacking order, so that it is in front of other images.
- **Forward One** – moves the selected image up one level, so that it is closer to top of the stacking order.
- **Back One** – moves the selected image down one level, so that it is closer to the bottom of the stacking order.
- **Send to Back** – moves the selected image to the bottom of the stacking order, so that it is behind the other images.
- **To Foreground** – moves the selected image in front of text.
- **To Background** – moves the selected image behind text. To select a background image so that you can modify or replace it, you have to use the Navigator. Other methods of selection, such as clicking or double-clicking, do not work.

## Anchoring images

Anchor images so they stay in their position in relation to other items.

- **To Page** – anchor an image to the page to position it in a specific place. The image does not move when cells are added or deleted; it will always stay in the same position on the page where it is placed.
- **To Cell** – anchor an image to a cell to ensure that the image always stays with the content it is originally anchored to. If an image is anchored to cell B10, and a new row is inserted above row 10, the image will then be anchored to cell B11.
- **To Cell (resize with cell)** – similar to **To Cell** but with the additional property that the image resizes as you resize the cell to which it is anchored.

To anchor a selected image or change the type of anchor used:

- Go to **Format > Anchor** on the Menu bar, or right-click on the image and select **Anchor** in the context menu, or click on the **Anchor** icon on the Image toolbar.
- Select **To Page**, **To Cell**, or **To Cell (resize with cell)** in the menu.

## Aligning images

When you have more than one image in your spreadsheet, you can align these images to give your spreadsheet a more professional look. The options include three for aligning the images horizontally (left, centered, right) and three for aligning the images vertically (top, center, bottom).

- 1) Select all of the images to be aligned (select one and hold down the *Shift* key while selecting others).